

Name: \_\_\_\_\_

Office Director: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Module: Individual Plan for Employment (08/22/10)</b>		
<b>Front End – Part 3</b>		
This training module will assist you in learning to develop an Individual Plan for Employment (IPE).		
<b>Rule References</b>		
<input type="checkbox"/>	Rule 72: 002.07 – 002.07C4	Individualized Plan for Employment
<input type="checkbox"/>	Rule 72: 002.08 & 002.08E	Informed Choice
<b>Program Manual References</b>		
<input type="checkbox"/>	Employment Program: Annual Review	
<input type="checkbox"/>	Employment Program: Discover the Job that Works for You Booklet Exceptions	
<input type="checkbox"/>	Employment Program: Job Planning	
<input type="checkbox"/>	Employment Program: IPE Amendments	
<input type="checkbox"/>	Employment Program: Review of Decisions	
<input type="checkbox"/>	Employment Program: Individualized Plan for Employment (IPE)	
<input type="checkbox"/>	Policy: Case Record Documentation Requirements	
<b>New Employee Training Classes</b>		<b>Dates</b>
<input type="checkbox"/>	Career Planning	
<input type="checkbox"/>	Employment and Job Planning Discussion	
<input type="checkbox"/>	Nebraska Career Information System	
<input type="checkbox"/>	World of Work (DOL)	
<b>Resources</b>		
<input type="checkbox"/>	Communications Assessment Form	VRIS: Forms&Marketing: Case Service Forms: Application/Eligibility/Planning Forms
<input type="checkbox"/>	Discover the Job that Works for You Booklet	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	Disability Handbook	VRIS: Resources: Listing of All Resources: Disability & Medical Information
<input type="checkbox"/>	Hotline Employment Worksheet	VRIS: Client Assistance Program
<input type="checkbox"/>	Informational Interview Questionnaire	VRIS: Forms&Marketing: Case Service Forms: Application/Eligibility/Planning Forms
<input type="checkbox"/>	Informational Interview Guidance	VRIS: Resources: VR Guides&Resources: Job Planning Resource Guide
<input type="checkbox"/>	Information Sheet for Booklet Exceptions	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE – Community Services	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE – IPE Supports	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE – VR Provided Services	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE – Job Goal and IPE Supported Employment	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE Services to QUEST Crosswalk	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE Amendment of Job Goal at Outcome and IPE Termination of Services	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	IPE Terms	VRIS: Forms&Marketing: Case Service Forms: IPE Forms
<input type="checkbox"/>	Job Planning Discussion Guide	VRIS: Forms&Marketing: Case Service Forms:

		Application/Eligibility/Planning Forms
<input type="checkbox"/>	Job Planning Resource Guide	VRIS: Resources: VR Guides&Resources: Job Planning Resource Guide
<input type="checkbox"/>	Planning Factors Guide	VRIS: Forms&Marketing: Case Service Forms: Application/Eligibility/Planning Forms
<input type="checkbox"/>	QUEST Individual Services	VRIS: Resources: VR Guides&Resources: Selecting Quest Services
<input type="checkbox"/>	Standard Occupational Classification (SOC) System	VRIS: Resources: VR Guides&Resources: Job Career, Employment Information

Activities	Date Completed
<input type="checkbox"/> Review the Resources listed above with the Office Director.	
<input type="checkbox"/> Office Director reviews with the new staff member the 8 Activities and 5 Steps of the “Discovering the Job That Works for You” Booklet explaining the purpose and goal of each.	
<input type="checkbox"/> New staff person completes a self-assessment on him/herself using the booklet.	
<input type="checkbox"/> Office Director discusses with the new staff member their experience in completing the booklet.	
<input type="checkbox"/> Office Director provides a packet of all the IPE forms and explains how the forms are related to the Discover the Job that Works for you Booklet and how each form is completed. (IPE Job Goal and IPE Supported Employment, IPE – VR Provided Services, IPE – Community Services, IPE – Supports, IPE Terms and IPE Amendment of Job Goal at Outcome and IPE Amendment Termination of Service.)	
<input type="checkbox"/> Office Director discusses each of the services using the “QUEST Individual Services Master List”.	
<input type="checkbox"/> Office Director reviews the IPE Terms with the new staff member and provides guidance on how to succinctly review the terms with a consumer.	
<input type="checkbox"/> Read the Discover the Job that Works for You Booklet Exceptions. With your Office Director, discuss the exceptions, the community programs in your service area that are exempt and the Information Sheet for Booklet Exceptions.	
<input type="checkbox"/> Complete the Career Exploration Training Module.	
<input type="checkbox"/> Observe Specialist ( ) conducting a Job Planning Discussion in which the Specialist reviews the completed Step 1 activities with a consumer and then together completes (decides) Where Do I Go from Here?. Based on the Where Do I Go from Here decision, did the Specialist and consumer move to Step 2 or Step 3? Discuss observations with Office Director.	
<input type="checkbox"/> Observe Specialist ( ) conducting a Job Planning Discussion where the Specialist reviews the completed Step 1 activities with a consumer, complete Where Do I Go from Here? and review the list of Career Exploration Activities in Step 2. Discuss observations with Office Director.	
<input type="checkbox"/> Input consumer information from Step 1 activities into the QUEST data entry screens.	
<input type="checkbox"/> Observe Specialist ( ) conducting a Job Planning Discussion completing Steps 3 - 5 of the IPE booklet. Discuss observations with Office Director.	
<input type="checkbox"/> Observe Specialist ( ) conducting a Job Planning Discussion completing Steps 3 - 5 of the IPE booklet. Discuss observations with Office Director.	
<input type="checkbox"/> Conduct a Job Planning Discussion with an Office Director, Program Director or an assigned VR Specialist ( ) present to observe you. The observer will complete a Job Planning Discussion Evaluation Worksheet and discuss the results with you	
<input type="checkbox"/> Conduct a Job Planning Discussion with an Office Director, Program Director or an	

assigned VR Specialist ( _____ )present to observe you. The observer discuss their observations with you.	
<input type="checkbox"/> Observe a Specialist and consumer developing an IPE. Discuss your observation with Specialist.	
<input type="checkbox"/> Observe a Specialist and consumer developing an IPE. Discuss your observation with Specialist.	
<input type="checkbox"/> In an IPE session where a Specialist and consumer are writing the handwritten IPE, you present the IPE Terms to the consumer.	
<input type="checkbox"/> Navigate to the Bureau of Labor Statistics, Standard Occupational Code Website <ul style="list-style-type: none"> <li>• Read SOC User Guide</li> <li>• Complete the SOC Activity Sheet</li> </ul>	
<input type="checkbox"/> Observe an IPE Planning session with a VR Specialist and the consumer. <ul style="list-style-type: none"> <li>• Using the IPE Action Steps and Services to QUEST Crosswalk enter the handwritten IPE into the QUEST Record.</li> </ul>	
<input type="checkbox"/> Review 5 Case File and QUEST Records where the IPE has been written in the last 90 days. <ul style="list-style-type: none"> <li>• Discuss how to use the case review instrument with your Office Director.</li> <li>• Complete a Case Review Instrument – Active and Successful Employment Outcomes for each case (Items 1 – 18).</li> <li>• Discuss your review findings with the Office Director.</li> </ul>	
<input type="checkbox"/> Review the Informational Interview Guidance and Informational Interview Questionnaires for familiarity and discuss rationale with Office Director regarding Informational Interviews.	
<input type="checkbox"/> Observe a Specialist discussing with a consumer how to do an informational interview.	
<input type="checkbox"/> Conduct an IPE Planning session on a case that you have developed from referral under observation of Office Director or designee.	
<input type="checkbox"/> Conduct an IPE Planning session on a case that you have developed from referral under observation of Office Director or designee.	
<input type="checkbox"/> Conduct an IPE Planning session on a case that you have developed from referral under observation of Office Director or designee.	
<input type="checkbox"/> Conduct an IPE Planning session on a case that you have developed from referral under observation of Office Director or designee.	
<input type="checkbox"/> Complete the Front End Process Activity.	

Additional Activities	Date Completed
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